

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
MEDICAL RECORDS CLERK**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who are on the current exam list for Medical Records Clerk

Location: CT Valley Hospital ~ Blue Hills Medical Records Dept. ~ Hartford, CT

Job Posting No: CV-27305

Hours: Monday through Friday ~ 8:00 a.m. to 4:30 p.m. ~ 40 hours weekly

Salary: \$37,429 Annually

Closing Date: **August 7, 2013**

Eligibility Requirement:

Candidates must have applied for and passed the Medical Records Clerk exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties may include but not limited to: Types medical forms, reports and summaries from rough copy or electronic recording devices; checks all documentation for correct patient name and number, completion of data and authorized signature; performs routine coding of information supplied by physicians and translated according to comprehensive reference guidelines; files paperwork in chronological order within appropriate section of patient folders; maintains physical folders and contents; maintains patient rosters for different disciplines (psychiatric, nursing, social work, rehabilitation, treatment plans) and notes whether reports have been filed at required intervals; maintains separate Medicaid/Medicare file and submits forms to physician or nursing staff for medical notation before periodic deadlines for continuation of coverage; follows periodic deadlines for reminding accountable staff of such requirements as physical exams, weight and blood pressure checks, lab work, X-rays, medication renewal, recertification of admission; may schedule patient appointments; performs related duties as required.

Working Conditions: Incumbents in this class in a state hospital may have significant exposure to such things as communicable/infectious diseases and/or risk of injury from assaultive and/or abusive clients and may be exposed to moderately disagreeable conditions.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

**Doreen Clemson, Human Resources Associate
Connecticut Valley Hospital
P. O. Box 351, Middletown, CT 06457
Fax: (860) 262-5055
Email : Doreen.Clemson@ct.gov**

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. NP-3